



The University of Manchester

Masters Programmes  
in  
The School of Computer Science  
The University of Manchester

2018/19

Handbook for  
MSc, MRes, Postgraduate Diploma, and Postgraduate Certificate

This is the Handbook for the Postgraduate Taught Programmes (PGT) offered by the School of Computer Science in the University of Manchester. It covers the MSc, MRes, Postgraduate Diplomas and Postgraduate Certificates. Students on these programmes are expected to be familiar with the contents of this handbook, as it outlines the regulations for the programmes, assessment rules and the facilities of the School and University, as well as providing guidance on undertaking the programmes.

Although the information contained in this handbook is believed to be correct at the time of going to press, the School reserves the right to make appropriate changes without prior notice; however the School will endeavour to inform students of any substantial changes made affecting the programmes. This disclaimer does not affect any statutory rights which you may have under English law.

Caroline Jay, PGT Director

Manchester, September 10, 2018

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# Chapter 1

## General Information

### 1.1 Contact Details

Student Support Office:  
Room LF21, Kilburn Building

School of Computer Science  
The University of Manchester  
Oxford Road  
Manchester M13 9PL  
United Kingdom

Tel: (+44) 161 275 7520

Fax: (+44) 161 275 6204

Email: [compsci-sso@listserv.manchester.ac.uk](mailto:compsci-sso@listserv.manchester.ac.uk)

To visit the website of the School of Computer Science go to <http://www.cs.manchester.ac.uk/>.  
The School of Computer Science is located in the Kilburn Building.

### 1.2 Welcome and General Resources

Welcome to the School of Computer Science. We hope that you will have a productive and happy time here in your postgraduate studies. This section is a brief introductory guide to some of the services, facilities and documents that are available to help you.

#### Documents

**Programme Handbook** (this document): Full of useful details, advice and general information. We expect you to read and consult it.

**Syllabus:** The descriptions for each MSc programme and pathways therein are available at <http://studentnet.cs.manchester.ac.uk/pgt/>

A complete list of all themes is available at  
<http://studentnet.cs.manchester.ac.uk/pgt/themes.php>.

The full list of MSc course units and their descriptions is available at <https://studentnet.cs.manchester.ac.uk/pgt/syllabus.php>.

Do read the theme and course unit descriptions. They outline the aims of each unit, what you will learn, the contents and who should take the unit (including requisite academic background). You are recommended to attend the theme introduction talks in Welcome Week, before finalising your choice of themes and course units.

**School Postgraduate Taught (PGT) webpages:** <http://studentnet.cs.manchester.ac.uk/pgt/>. Full of all the latest information: handbooks, syllabi, timetables, projects, specialist advice and guidance.

**Induction** During the first week, called *Welcome Week*, we run a number of important induction events, explaining how the school, the programmes, course units, exams, coursework, email accounts, projects, etc. work, setting you up to start with your studies in week 1. It is vital that you meet and make friends with staff and other MSc students: *don't miss it!*.

See the Welcome Week timetable <http://studentnet.cs.manchester.ac.uk/pgt/2018/timetable/welcomeweek.php> for the schedule of events.

Additional information about life in Manchester, and settling in, is provided here: <http://www.studentsupport.manchester.ac.uk/taking-care/imworriedabout/settlingin/>.

**Events And Activities** In addition to the events during Welcome Week, which include a welcome lunch and a trip to Manchester United, several other events for Computer Science Masters Students take place during the year. These include an update and social session at the start of Semester 2, and a social event after the exams – recently we went bowling at All Star Lanes.

**Employability** To support our students in understanding the jobs market and in obtaining employment, a number of events are run throughout the year. These include a careers evening, a meet the professionals session with alumni, and employment fairs.

The university careers service (<http://www.careers.manchester.ac.uk/>) also provides useful information and support. This includes information on vacancies and advice on making applications:

<http://www.careers.manchester.ac.uk/applicationsinterviews/>.

**Facilities** There are dedicated MSc computing facilities in Room 2.25a and 2.25b of the Kilburn Building. All machines in the MSc lab support Linux and MS Windows. On many of the programmes, you need to be familiar with both systems. There is an introductory lab on our systems in Welcome Week. In 2.11, next to the laboratory area, there is a breakout space for masters students.

CSIS is the group of people who look after the school's computers, see <https://wiki.cs.manchester.ac.uk/>. If you have a problem with computer equipment or your account, look at their pages – but please do not ask CSIS questions which are already answered on these pages.

As usual, never send your username and/or password in an electronic format to anybody, ever! You will find a wealth of useful information at <http://www.itservices.manchester.ac.uk/secure-it>

**Help!** It is extremely important that, if you are having difficulties, whether it is on an academic, personal or university matter, you seek advice at the earliest possible opportunity. In particular, any matter, whatever it is, that affects your work and progress here must be brought to your Programme Director in confidence. We can often help and can always advise on management of work.

For academic help on particular course units, consult the lecturers on that unit. For academic help on the MSc project in the first instance consult your supervisor, and for organizational queries about the project consult the MSc Project Coordinator.

**Procedures and Administration** For forms, procedures etc. go to the Student Support Office (SSO), Room LF21 in the School on the Lower First Floor. Many forms are available on the School StudentNet (<http://studentnet.cs.manchester.ac.uk/pgt/>). The University has an excellent Counselling Service with a drop-in centre and quick appointments. There is also help from the Students' Union, the Academic Guidance Services, Legal Services etc: see university website for details.

**International Students** Students from outside the UK may wish to take part in the activities of the International Society, including their Welcome Service. See the website at <http://www.internationalsociety.org.uk>. Other help for overseas students is available from the University's International Advice Team: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>.

**Photocopying and Printing** As a PGT student, you will be given an annual allowance for computer printout and photocopying in the School for coursework printing. There is a combined printer and photocopier in the MSc lab, but you can use other printers connected to the university's network as well; please see <http://www.itservices.manchester.ac.uk/students/printing/>.

**Additional Costs** As stated above, you have access to the school's computer facilities and a limited allowance of printing and photocopying. During your studies, you are expected to bring the usual stationery to take notes in labs and for your project. Other than for these, we do not expect that university activities will incur any other costs.

### 1.3 Discipline and Conduct

Please note that the University of Manchester has a regulation on *Conduct and Discipline of Students (Regulation XVII)* that governs the conduct and discipline of students, and sets out the procedure for taking disciplinary actions:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>

### 1.4 Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring Census Points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own attendance requirements; see Section 8.1. You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

Please note: registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October.

**What if a Tier 4 student cannot attend a census point?** If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; research work; or any other reason connected to your course of study, you must email the Student Support Office [compsci-ssolisterv.manchester.ac.uk](mailto:compsci-ssolisterv.manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the Student Support Office as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

**What happens if a student does not attend a census point?** The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence, you will be deemed to be not in attendance. Those students identified as not in attendance will be reported to the UKVI, and the University will cease to sponsor the student's Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

**Further information** For more information on Tier 4 visas: <https://www.gov.uk/tier-4-general-visa>  
If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact [compsci-ssolisterv.manchester.ac.uk](mailto:compsci-ssolisterv.manchester.ac.uk).

The University has a very comprehensive website which will answer many of your visa queries at : <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>. The contact details for the University's *International Advice Team* are:

email [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)  
telephone +44 (0)161 275 5000 (option 1)

### 1.5 Programme Staff

Table 1.1 summarises the roles of academic staff who have substantial responsibilities relating to our masters programmes. The Postgraduate Taught (PGT) Director has overall responsibility for the management of the programmes. Programme Directors oversee the day-to-day running of specific programmes; if you have any questions regarding your programme choice, progress, or performance, or if you are experiencing difficulties of any kind, you can contact your Programme Director or the Student Support Office (see below). Once you have started your project, your supervisor is also there to help you with any questions you have.

Your Programme Director will act as your Academic Advisor. The role of the Academic Advisor includes:

Responsibility	Name and homepage
PGT Director	Dr Caroline Jay <a href="https://www.research.manchester.ac.uk/portal/caroline.jay.html">https://www.research.manchester.ac.uk/portal/caroline.jay.html</a>
Programme Director for MSc in Advanced Computer Science (ACS)	Dr Sandra Sampaio <a href="http://www.manchester.ac.uk/research/s.sampaio/">http://www.manchester.ac.uk/research/s.sampaio/</a>
Programme Director for MSc in Advanced Computer Science and IT Management (ACS&ITM)	Dr. Eva Navarro-López <a href="http://staff.cs.manchester.ac.uk/~navarroe/">http://staff.cs.manchester.ac.uk/~navarroe/</a>
Programme Director for MRes	Dr. Konstantin Korovin <a href="http://www.cs.man.ac.uk/~korovink/">http://www.cs.man.ac.uk/~korovink/</a>
Programme Director for Modular and Part-time	Dr Renate Schmidt <a href="http://www.cs.man.ac.uk/~schmidt/">http://www.cs.man.ac.uk/~schmidt/</a>
Project Coordinator	Prof. Tom Thomson <a href="http://www.manchester.ac.uk/research/Thomas.thomson/">http://www.manchester.ac.uk/research/Thomas.thomson/</a>

Table 1.1: Academic staff with responsibility for the programme

- to assist students with the process of induction and orientation into academic life and the University community;
- to work with students to build personal academic relationships;
- to retain an interest in their students' personal and general academic and professional development throughout their academic careers while at the University, providing information and guidance on academic choice;
- to monitor both academic performance and student engagement in a proactive manner and advise on constructive strategies to enable improvement;
- to offer general academic advice to students on their general progress and development; and
- to listen and offer students help and advice about pastoral/non academic matters and to signpost students to other student services for further assistance if necessary.

If you need a reference letter for an application, you can ask your project supervisor, a lecturer of a course unit you have taken or your Programme Director. A lecturer on a course unit may not think that they know you well enough to write a useful reference, but your project supervisor and programme director should provide one on request. Note that the programme director may also not know your work especially well.

Academic staff (Lecturers, Senior Lecturers, Readers, Professors) will teach course units and supervise projects. Each course unit has a course unit leader, but may be taught by more than one person.

We also use *Teaching Assistants*, who are usually PhD students, to: help students to understand and assimilate the material in a given lab/examples class; give feedback to students on their work; mark coursework as appropriate; and give general advice on sensible working practices and time management.

## 1.6 School and Postgraduate Student Support Staff

**Head of School:** Prof. Robert Stevens, Room 2.125

**Student Support Office:** general email address: [compsci-ssolisterv.manchester.ac.uk](mailto:compsci-ssolisterv.manchester.ac.uk).

Gill Lester (Student Support Office Manager), Room LF21, Tel: 275 6210,

Email: [Gillian.S.Lester@manchester.ac.uk](mailto:Gillian.S.Lester@manchester.ac.uk)

Susannah Hymas (Postgraduate Administrator), Room LF21, Tel: 275 7520,

Email: [Susannah.Hymas@cs.manchester.ac.uk](mailto:Susannah.Hymas@cs.manchester.ac.uk)

Chris Calland (Postgraduate Assistant), Room LF21, Tel: 275 6283,

Email: [christopher.calland@cs.man.ac.uk](mailto:christopher.calland@cs.man.ac.uk)



Richard Ward (Student Support), Room LF21, Tel: 306 6624,  
Email: wardr@manchester.ac.uk  
Jennie Ball-Foster (Exams and Quality Assurance), Room LF21, Tel: 0161 275 6964,  
Email: Jennie.Ball-Foster@manchester.ac.uk

**Student Disability Support Coordinator:** Gill Lester Gillian.S.Lester@manchester.ac.uk.

## 1.7 Student Support Office

The Student Support Office (SSO), Room LF21, Kilburn Building, is able to provide general guidance and advice. Opening hours are weekdays, 9:00–17:00.

**School Library** The School of Computer Sciences own library is exclusively for use by Computer Science students and staff. It has multiple copies of every book on our course unit reading lists, and a collection of general-interest Computer Science books, all of which can be borrowed for short periods. School Library has copies of recommended textbooks for PG course units, see <http://studentnet.cs.manchester.ac.uk/resources/library/>.

**Coursework – hardcopy submissions** Coursework that requires hard-copy submission must be posted into the relevant pigeonhole in LF21, having first completed and attached the coursework submission form to the front of your work. If no specific label for the course unit is visible, please inform someone in the Student Support Office immediately. Do not post coursework into an unmarked pigeonhole, as such work will automatically be given zero marks.

**Out of Hours Passes** Out of Hours Passes Entry to the Kilburn Building outside of normal hours (Monday to Friday 1800 - 2330; Saturday and Sunday 1000 – 2000) requires activation of your University ID card by the Student Support Office (SSO). Once you have successfully passed the on-line Out of Hours Health and Safety test required by the School you will need to bring your University ID card to SSO for activation. Please also see Section 7.

## 1.8 eLearning environment: Blackboard

Course units make use of the university's eLearning environment, Blackboard, to varying degrees, for example to provide access to teaching materials, for submitting coursework and for providing feedback. It is therefore crucial that you have access to Blackboard, know how to use it, and check it regularly for relevant information, at <http://my.manchester.ac.uk/>.

## 1.9 Notice Boards and Social Space

The Postgraduate Notice Board is positioned in the corridor adjacent to the MSc laboratory, Kilburn Building. This is used for displaying general information and advice.

You are entitled to make use of the study and dining area on the lower first floor, near the Byte Café, and the break-out room beside the masters lab is considered to be a space for PGT students.

## 1.10 Student Representatives

The School and University take seriously both the issues of student representation and that of quality control of the programme. Student representatives are identified during Welcome Week, and will have the opportunity to bring issues to relevant members of staff, and see that they are dealt with satisfactorily.

In all course units, online *Unit Surveys* (USs) will be carried out. Students are encouraged to complete these, for they are part of the quality assessment. They are processed by the School, they are read by the course unit lecturers and their appraisers, the Programme Director, the External Examiners, and others who are concerned with the programme quality.

<b>Period/Event</b>	<b>Dates</b>
Welcome Week	17 September - 21 September
Deadline for Course Unit Registration	21 September
Semester 1 Period 1 course unit teaching	24 September - 26 October
Coursework Completion Period 1	29 October - 2 November
Semester 1 Period 2 course unit teaching	5 November - 7 December
Coursework Completion Week 2	10 December - 14 December
Deadline for Sem. 2 Periods 3 & 4 course unit changes	1 February
Semester 1 Periods 1 & 2 examinations	14 January - 25 January
Semester 2 Period 3 course unit teaching	28 January - 1 March
Coursework Completion Period 3	4 March - 8 March
Semester 2 Period 4 course unit teaching	11 March - 3 May
Coursework Completion Period 4	6 May - 10 May
Semester 2 Periods 3 & 4 examinations	15 May - 5 June
Dissertation submission deadline	6 September
Graduation week	Mid-December (tba)

Table 1.2: Key Dates in the Academic Year. Some exact dates have yet to be confirmed.

## 1.11 Key Dates in the Academic Year and Timetable

Key dates for the academic year can be found in Table 1.2.

For details of all timetables consult the webpage at <http://studentnet.cs.manchester.ac.uk/pgt/timetable/>

## Chapter 2

# Overview of the Programmes

This chapter provides an overview of the organisation of our masters programmes.

### 2.1 Types and Lengths of Programmes

The school offers the following taught postgraduate degrees.

Award	Duration	Mode of Study
MSc	1 year	Full-time
MSc	2 years	Part-time
MSc	2.5-4 years	Modular
PG Diploma	1 year	Full-time (exit award only)
PG Diploma	2 years	Part-time
PG Diploma	2 years	Modular
PG Certificate	1 year	Full-time (exit award only)
PG Certificate	2 years	Part-time (exit award only)
PG Certificate	2 years	Modular (exit award only)

### 2.2 MSc Overview

The MSc has three distinct phases: Induction (Welcome Week), taught course units, and the project. The first two take up roughly the first six months of the programme, in two semesters, while the remaining time and part of Semester 2 are dedicated to the project.

Provisional results for the first Semester are published in February. Formal Exam Board meetings with External Examiners take place in June/July when official results are published. A second External Examiners' meeting is convened in November to consider the dissertations and to review the overall results. Recommendations for award or otherwise are made to the MSc panel of the Faculty, which makes the final decision in time for the December graduation.

### 2.3 Welcome Week (Week 0)

Each programme has a Welcome Week at the beginning of the academic year. During this period there is a wide range of activities arranged to help you with the programme, your studies, your life at University, here in Manchester and in the UK. For example, we make sure that you can access the MSc lab computers, your Computer Science email account and eLearning environment, so that you can start with your studies in week 1.

In the School of Computer Science, at the beginning of the academic year, there is an introduction to the School, to university facilities, to staff and your fellow students, and also a series of introductory talks for the themes. Students are encouraged to attend these introductions in order to choose the appropriate themes, and also to learn about all the topics, including those you are probably choosing not to take.

In addition to School activities, the University and the Students' Union have a range of introductory events, including the Societies Fair, where you may choose from an enormous list of activities, from Fencing to Mountaineering, from Dance to Films, Chess to Bellingring, from Political and Religious Groups, to Charities and Hobbies.

## 2.4 English Language Courses

During Welcome Week, we run an English Language Test to assess training requirements. Based on the results, we may recommend that you take suitable English Language courses, some of which we organize specifically for Computer Science students. It is very important that you follow those recommendations, to ensure that you make the most of your time at the University of Manchester, that you can communicate verbally and in writing with your colleagues and lecturers, and that possible difficulties with the English language do not prevent you from getting good marks in your coursework, exams and project reports. Being able to express yourself in a clear and precise way, and being able to understand well what you hear and read, is an essential prerequisite to successful postgraduate studies.

## 2.5 Themes

If you are following the MSc in ACS or the MSc in ACS&ITM programme, you choose three *themes*: a theme is a conceptually coherent pair of course units, each of which is worth 15 credits. Hence three themes make up the 90 credits of the *taught elements* of these programmes.

ACS or ACS&ITM students cannot replace or choose other course units than those from their chosen themes: this is due to the fact that course units within a theme are designed to build on each other, and thus a student following a "later" course unit within a theme without having followed the earlier one(s) is likely to lack prerequisite knowledge. The available themes are described in Section 3.

In order to help you choose, there is an introduction to themes in the Welcome Week at the beginning of the academic year. The themes and their course units are listed in <http://studentnet.cs.manchester.ac.uk/pgt/study-curriculum.php>.

## 2.6 Course Units

Taught MSc course units in the School of Computer Science are delivered in a one-day-a-week format during a six week block known as a *period*. At the end of each period is a coursework completion week to enable the completion of the coursework for the period. The taught part of the programme takes place over 4 periods (2 in each Semester). Course units offered by the Business School are taught in half-days over a complete semester. Every year there are some timetable clashes that restrict which course units can be taken together; the timetable is available at: <http://studentnet.cs.manchester.ac.uk/pgt/timetable/>.

The timetabled sessions of a course unit typically consist of a mix of activities including lectures, supervised practical work, seminars, discussions, etc. In addition, the course units have coursework to be taken outside these taught days. Some or all of the coursework is likely to be assessed. Deadlines for assessed work will be set in individual course units. Examinations take place at the end of each Semester, and resit examinations are scheduled in the summer.

Course units are worth 15 credits each, and you need to take 6 taught course units for an MSc. Where there is a choice of course units, you are strongly advised to spread the load evenly throughout the taught period, taking into account the Research Project. For example, for the MSc in Advanced Computer Science, you should take 4 course units in the first Semester (two in each period) and 2 in the second Semester (one in each period, in parallel with work on the project). In this way, your work will be properly paced over the taught period, and you will be able to manage the workload to your advantage. Any other arrangement of course units requires special dispensation from your Programme Director. Whilst we try to ensure all course units will run, some may be withdrawn or changed for a variety of reasons. The University reserves the right to change the availability of course units. Some course units will have a restriction on the number of students who may attend for various reasons (e.g. licences, facilities, etc) and these may become fully subscribed. Course units with very few students may be cancelled, but we try to avoid this.

**Course unit selection.** Registration on pathways, themes and course units should be completed by the end of Welcome Week. A course unit selection guide can be found at <http://www.studentnet.manchester.ac.uk/selfservice/course-unit-selection/>. The deadlines for changes to course unit selections are listed in Section 1.11. It is not normally possible to change course unit selection for Semester 1 Period 1 after the first week. There is a 'course unit changes' form which must be completed by any student wanting to change their original course

unit choices (if changes occur within the deadline). This should be collected from and returned to the Student Support Office. The student will need an agreement signature from the relevant Programme Director. Permission will be granted only in exceptional circumstances.

## 2.7 Projects

Projects are designed by members of staff to enable you to develop research and development skills and to gain practical experience of applying the techniques covered in the taught part of the programme to realistic problems. Projects relate to current research and development areas, and are undertaken in the School or in an industrial setting. Students may propose their own projects so long as the project is suitable for the award of an MSc and it can be accommodated by the School.

The projects are individually supervised and typically you would meet with your supervisor, at least at the beginning of the project, for approximately one hour each week. Although much of your work is likely to be in the form of a program, technique or system, your degree is awarded primarily based on the quality of the final Dissertation.

**Project allocation.** Projects are allocated to students towards the end of the first Semester, satisfying individual preferences wherever possible. An announcement about this procedure will be made in the latter half of the first Semester.

**Dissertation submission deadlines.** The deadline for submission of dissertations is early in September. The only exception to this deadline is significant mitigating circumstances (see also Section 8.3).

**Ethical Approval Mechanisms.** All experiments that involve human or animal subjects have to be approved by the University Ethical Approval procedure. This includes all usability studies for software and hardware systems and HCI evaluations of systems. To get approval, follow the procedure at <http://www.staffnet.manchester.ac.uk/services/rbess/governance/ethics/>.

**Notes for the MSc in Advanced Computer Science and IT Management Students.** The projects typically undertaken by students on the ACS&ITM Programme fall into three categories: general computer science, management-related and industry-based. Availability of projects in the last two categories is limited. There is no requirement that the project topic is IT management-related. A limited number of projects supervised by staff in the Alliance Manchester Business School are normally available. These can be selected by ACS&ITM students only.

## 2.8 Notes for Modular and Part-Time Students

Part-time registrations are accepted over two years. It is also possible to complete the study programme by credit accumulation (Modular Scheme) over not more than 4 years. The programme regulations apply for all students regardless of module/part-time or full time status. Modular/Part-time schemes are managed by the Director of Modular and Part-Time Studies, who also provides guidance for all modular/part-time students.

Upgrading from a Certificate or Diploma to a Modular Masters degree may be permitted for Home/EU students as long as the final award is achieved within a four-year period from first registering for the lower qualification.

In August/September of each academic year you will be asked to select the course units you wish to study in the forthcoming academic year.

As a modular/part-time student, you should allow a minimum of one year for completion of your research project; you will start your project in the same year as you take the Research Methods and Professional Skills training.

**Work-based projects:** If you are going to carry out a project in conjunction with your full-time work environment, this needs to be discussed fully with the Part-Time Programme Director so that all the appropriate mechanisms are put in place to satisfy both the academic requirements of a masters project and the requirements of your sponsoring employer.

For additional information on modular and part-time study, please see the Modular and Part-Time Masters Programmes supplement to this handbook.

# Chapter 3

## Individual PGT Programmes

Each MSc programme has its own structure and components, which are described below.

### 3.1 MSc in Advanced Computer Science

The MSc in Advanced Computer Science draws upon the research of the School, together with industrial links, to provide an intensive masters level programme. The programme provides both a depth of treatment and a wide choice of topics in Computer Science.

The structure of the programme is intended to be attractive to both full-time one-year students and to part-time students who take the programme over a period of years, accumulating credits to achieve a Certificate, a Diploma or an MSc.

#### 3.1.1 Pathways

Depending on the themes you follow, you can choose to specialise in one of the *pathways* listed below. If your project is suitable for your chosen pathway, you can opt for your degree certificate to carry the title

*MSc in Advanced Computer Science with specialisation in <PathwayName>*.

Alternatively, you can choose the themes of a given pathway, carry out a suitable project and opt for your certificate to carry the title *MSc in Advanced Computer Science* (without the pathway being mentioned).

Next is a description of the themes associated with each of our pathways:

1. **Advanced Computer Science:** though not a pathway, for your MSc in Advanced Computer Science, you choose any three themes.
2. **Advanced Web Technologies:** for this pathway, you choose the *Data on the Web* theme, and two other themes.
3. **Artificial Intelligence:** for this pathway, you choose at least two themes from *Data on the Web*, *Learning from Data*, *Making Sense of Complex Data*, and *Ontology Engineering and Automated Reasoning* plus a third theme.
4. **Computer Security:** for this pathway, you choose the *Security* theme and any two other themes.
5. **Computer Systems Engineering:** for this pathway, you choose the *Mobile Computing* theme and the *Parallel Computing in the Multi-core Era* theme, plus one other theme.
6. **Data and Knowledge Management:** for this pathway, you choose any two themes from *Data on the Web*, *Learning from Data*, *Making Sense of Complex Data*, and *Ontology Engineering and Automated Reasoning*, plus one other theme.
7. **Digital Biology:** for this pathway, you choose the *Biohealth Informatics* theme and any two other themes.
8. **Multi-core Computing:** for this pathway, you choose the *Parallel Computing in the Multi-core Era* theme and any two other themes.
9. **Semantic Technologies:** for this pathway, you choose the *Data on the Web* theme, the *Ontology Engineering and Automated Reasoning* theme, and one other theme.
10. **Software Engineering:** for this pathway, you choose the *Software Engineering 1* and *2* themes, and any other theme.

### 3.1.2 Themes and Course Units

Studying a theme involves taking two course units. A student chooses 2 themes that are taught in Semester 1, and one theme that is taught in Semester 2.

A complete list of themes and course units they involve can be found at <http://studentnet.cs.manchester.ac.uk/pgt/study-curriculum.php>. Below is a provisional list—where (1) marks themes taught in Semester 1, and (2) marks those taught in Semester 2:

1. (1) Data on the Web:
  - (a) COMP60411 Modelling Data on the Web
  - (b) COMP62421 Querying Data on the Web
2. (1) Data Engineering and Systems Governance:
  - (a) COMP60711 Data Engineering
  - (b) COMP60721 IT Governance
3. (1) Learning from Data:
  - (a) COMP61011 Foundations of Machine Learning
  - (b) COMP61021 Modelling & Visualization of high-dimensional data
4. (1) Parallel Computing in the Multi-Core Era:
  - (a) COMP60611 Parallel Programs and their Performance
  - (b) COMP60621 Designing for Parallelism and Future Multi-core Computing
5. (1) Security:
  - (a) COMP61411 Cryptography
  - (b) COMP61421 Cyber Security
6. (1) Software Engineering 1:
  - (a) COMP61511 Software Engineering Concepts in Practice
  - (b) COMP62521 Agile Software Development
7. (2) Software Engineering 2:
  - (a) COMP62532 Component-based Software Development
  - (b) COMP62542 Pattern-based Software Development
8. (2) Biohealth Informatics:
  - (a) COMP60532 Principles of Digital Biology
  - (b) COMP60542 Introduction to Health Informatics
9. (2) Ontology Engineering and Automated Reasoning:
  - (a) COMP60332 Automated Reasoning and Verification
  - (b) COMP62342 Ontology Engineering for the Semantic Web
10. (2) Making Sense of Complex Data (students taking this theme must have taken Learning from Data):
  - (a) COMP61332 Text Mining
  - (b) COMP61342 Computer Vision
11. (2) Mobile Computing:
  - (a) COMP61232 Mobile and Energy Efficient Systems
  - (b) COMP61242 Efficient Computing at the IoT-Edge

Any other course unit choices, especially those that lead to more than two course units in Period 1 or 2, or to more than two course units in Semester 2, are strongly discouraged and require the explicit authorisation of the Programme Director. Please also note that some course units in Semester 2 have specific prerequisites in Semester 1 – please check the specifications for individual course units.

### 3.1.3 Advanced Computer Science Programme Specification

The University Programme Specification document is at:

[http://studentnet.cs.manchester.ac.uk/pgt/prog\\_spec/](http://studentnet.cs.manchester.ac.uk/pgt/prog_spec/)

## 3.2 MSc in Advanced Computer Science and IT Management

The aim of this programme is to provide students with state-of-the-art knowledge, understanding, and skills in Advanced Computer Science and IT management. It is taught in collaboration with the Alliance Manchester Business School (AMBS).

The strategic importance of information technology in the growth and development of organisations and companies has become apparent with the huge expansion in the use of the Internet and e-commerce. This MSc programme is aimed at the growing demand for specialists who can use their understanding and knowledge of new and future technologies to manage the strategic development of information technology within user industries.

In light of the continuing development and growing significance of the field of information and data management, we have introduced the Information Management pathway that focuses on big data management and analytics (see below).

The MSc in Advanced Computer Science and IT Management is managed within the existing framework of the MSc in Advanced Computer Science (ACS). Students select themes and thereby course units from the Advanced Computer Science portfolio together with specialist management course units as specified below.

### 3.2.1 Themes and Course Units

Students choose three course units from a selection of ACS units (see below) and three course units offered by the Alliance Manchester Business School. A student must make their choice so that they study four course units in Semester 1 and two course units in Semester 2.

In Semester 1, students choose *one* of the following provisional list of ACS themes (each consisting of two courses). A complete list of themes and course units they involve can be found at <http://studentnet.cs.manchester.ac.uk/pgt/study-curriculum.php>.

1. Data on the Web:
  - (a) COMP60411 Modelling Data on the Web
  - (b) COMP62421 Querying Data on the Web
2. Data Engineering and Systems Governance:
  - (a) COMP60711 Data Engineering
  - (b) COMP60721 IT Governance
3. Learning from Data:
  - (a) COMP61011 Foundations of Machine Learning
  - (b) COMP61021 Modelling & Visualization of high-dimensional data
4. Parallel Computing in the Multi-Core Era:
  - (a) COMP60611 Parallel Programs and their Performance
  - (b) COMP60621 Designing for Parallelism and Future Multi-core Computing
5. Security:
  - (a) COMP61411 Cryptography
  - (b) COMP61421 Cyber Security
6. Software Engineering 1:
  - (a) COMP61511 Software Engineering Concepts in Practice
  - (b) COMP62521 Agile Software Development



In addition, in Semester 1, students choose two course units from the IT Management 1 theme, which is offered by the Alliance Manchester Business School and provisionally includes the following:

- BMAN60101 Mathematical Programming and Optimisation
- BMAN73941 Simulation and Risk Analysis
- BMAN70391 Strategic Project Organising

In Semester 2, an additional Advanced Computer Science course unit is chosen from the following list:

- COMP62532 Component-based Software Development
- COMP62542 Pattern-based Software Development
- COMP61332 Text Mining
- COMP61342 Computer Vision
- COMP61242 Efficient Computing at the IoT-Edge
- COMP61232 Mobile and Energy Efficient Systems
- COMP60542 Introduction to Health Informatics
- COMP60532 Principles of Digital Biology
- COMP60332 Automated Reasoning and Verification
- COMP62342 Ontology Engineering for the Semantic Web

and an additional course unit offered by the Alliance Manchester Business School is chosen from the following IT Management 2 theme units:

- BMAN60422 Data Analytics for Business Decision Making
- BMAN60092 Risk, Performance and Decision Analysis
- BMAN73272 Decision Behaviour, Analysis and Support
- BMAN71652 Information and Knowledge Management
- MCEL40042 Business Feasibility Study
- MCEL63402 Essential Risk Management for Business

Any other course unit choices, especially those that lead to more than two course units in Period 1 or 2, or to more than two course units in Semester 2, are strongly discouraged and require the explicit authorisation of the Programme Director. Please also note that some course units in Semester 2 have specific prerequisites in Semester 1 – please check the specifications for individual course units.

### **3.2.2 Information Management Pathway**

MSc in Advanced Computer Science and IT Management offers a pathway on Information Management, where students can graduate with the title

*MSc in Advanced Computer Science and IT Management with specialisation in Information Management.*

This pathway addresses the significance of information capture and usage from “big data”, and the need for its effective and efficient management and analysis within business, scientific, educational, entertainment and organisational contexts. In addition to the need to work with huge volumes of data, current applications are also challenged with multi-modality, including un- and semi-structured data, image and video data, spatial and temporal data, etc.

This pathway examines the entire information management life cycle, including data strategy, management, design and warehousing, data analytics and information governance.

Students on the Information Management pathway take three themes: two themes in Semester 1 and one theme in Semester 2.

The **two themes in Semester 1** are the following ones:

1. **Data Engineering and Systems Governance.** This theme aims to provide students with an overview and understanding of the entire data life cycle, including data creation, modelling, acquisition, representation, use, maintenance, preservation and disposal, as well as the general use of IT to secure data and information. It discusses database design, data warehousing, maintenance and analytics, data standards and data quality, as well as managing the human behaviour affecting the security of data and information systems. It consists of **two compulsory course units**:

- (a) COMP60711 Data Engineering
- (b) COMP60721 IT Governance

2. **Information Management 1.** This theme addresses topics in information management and data analytics. Students choose **two units** from the following list:

- (a) COMP61011 Foundations of Machine Learning
- (b) BMAN60101 Mathematical Programming and Optimisation
- (c) BMAN73941 Simulation and Risk Analysis

To ensure a balance of units delivered by the Alliance Manchester Business School and the School of Computer Science students taking the Information Management pathway must take either COMP61011, or COMP61332, but not both.

In **Semester 2**, the students also take **two course units** from the following theme:

**Information Management 2.** This theme covers topics in optimisation, planning, problem-solving, decision support and text mining. Students choose **two units** from the following list:

- (a) BMAN60422 Data Analytics for Business Decision Making
- (b) BMAN71652 Information and Knowledge Management
- (c) COMP61332 Text mining

To ensure a balance of units delivered by the Alliance Manchester Business School and the School of Computer Science students taking the Information Management pathway must take either COMP61011, or COMP61332, but not both.

This pathway is designed to address specific content and consequently does not allow much flexibility in course unit choice.

### 3.2.3 Advanced Computer Science and IT Management Programme Specification

The University Programme Specification document is available at:

[http://studentnet.cs.manchester.ac.uk/pgt/prog\\_spec/](http://studentnet.cs.manchester.ac.uk/pgt/prog_spec/)

## 3.3 Project

### 3.3.1 MSc Project

An MSc student progresses to the MSc project unless their exam performance is such as to require them to transfer to Diploma or PG Certificate (see Chapter 4).

The MSc Project has the same organisation and assessment for the MSc in Advanced Computer Science and the MSc in Advanced Computer Science and IT Management. It has two components:

1. *Research Methods and Professional Skills Training*: Six weeks of classes and activities on topics relating to:
  - *research methods*, covering topics such as research planning, research methodologies, related work and empirical evaluation.
  - *professional skills*, covering ethical, legal, organisational and managerial issues of relevance to computer science.
2. *Project Work*: The application of technical skills from the programme, in the context of the research methods and technical skills training, to a substantial piece of technical work, under the supervision of a member of academic staff.

The Research Methods and Professional Skills training takes place in Period 3 (February to mid March), and for full-time students, the work on the project takes place from mid-March to early September.

The assessment for the project is through:

- *A Project Overview and Plan*: A structured document submitted at the end of Period 4, which presents the key features of the project in a way that reflects the topics covered in the Research Methods and Professional Skills training.
- *A Dissertation*: A substantial document submitted in early September that presents the results of the project, in particular relating the work to other work on the problem to be solved and the techniques used, describing and motivating the approach taken, evaluating the outcome, and drawing conclusions.

**Presentation of Dissertations.** The general requirements for presentation of a dissertation are set out in the University's Ordinances and Regulations, in particular in the *University's guidance on the presentation of taught Masters dissertations* at <http://documents.manchester.ac.uk/display.aspx?DocID=2863>.

**Examination of Projects.** The MSc Dissertation is evaluated by two internal examiners (normally your supervisor and another academic not involved with the project) who submit written reports and agree an overall mark. These reports and the dissertations themselves are considered by the external examiner at a specially convened examination board meeting in November.

The *MSc Project Mark* is the weighted average of the marks for the *Project Overview and Plan* and for the *MSc Dissertation*. The MSc Project contributes 90 Credits towards the 180 credits of the masters degree.

### 3.3.2 Diploma Project

Although full-time students are not admitted to Diploma programmes, a student whose grades do not meet the requirements for masters could be transferred to the Diploma programme (see Chapter 4 for details). The Diploma project is only 30 Credits, and thus requires less time, and is assessed by way of a smaller *Diploma Dissertation*.

Students may be identified for transfer to the Diploma programme at different points in the year, and this affects the precise process followed in relation to diploma projects. In all of these cases, the student should consult with their Programme Director, the Project Coordinator and their Project Supervisor to agree precisely how to proceed. The cases are as follows:

1. *It is clear from Exam Results for Periods 1 and 2 that the student cannot meet the criteria for Masters [discovered in February]*. Expected process: the student transfers to Diploma in February, the assigned project is scaled back, and the student submits a Diploma Dissertation at the end of the examination period for Semester 2. The Diploma Dissertation is based on the structure of the *MSc Project Overview and Plan*, extended with a section that describes the work carried out in the reduced Diploma Project.
2. *It is clear from Exam Results in Periods 1 to 4 that the student cannot meet the criteria for Masters [discovered in July]*. Expected process: A plan is made to wind down the work on the project in July and early August, when the student submits a diploma dissertation. The Diploma Dissertation is based on the structure of the *MSc Project Overview and Plan*, extended with a section that describes the work carried out in the reduced Diploma Project.
3. *It is clear from Exam Results in Periods 1 to 4 and from the resit results that the student cannot meet the criteria for Masters [discovered in September]*. Expected process: Where the student has already submitted a masters dissertation when the need to transfer to Diploma becomes known, the *MSc Project Overview and Plan* (which was submitted and assessed earlier) and the submitted dissertation are assessed against the requirements for a Diploma project.

## 3.4 MRes in Advanced Computer Science

The MRes in Advanced Computer Science is targeted at those students with a keen interest in research, who aim at a 1-year postgraduate degree with a substantial research element. Like the MSc, it provides a rich learning environment with good contact with expert staff, in both the taught course units and the research projects.

The structure of the programme is intended to be attractive to both full-time and to part-time students.

### 3.4.1 Pathways

Depending on the themes you follow, you can choose to specialise in one of the *pathways* listed in Section 3.1.1. If your project is suitable for your chosen pathway, you can opt for your degree certificate to carry the title

*MRes in Advanced Computer Science with specialisation in <PathwayName>*.

Alternatively, you can choose the themes of a given pathway, carry out a suitable project and opt for your certificate to carry the title *MRes in Advanced Computer Science* (without the pathway being mentioned).

### 3.4.2 Themes and Course Units

Themes and course units are specified in Section 3.1.2. A student takes:

- three 15 credits course units: two course units in Period 1, and one course unit in Period 2, following the above rules regarding their specialisation, if such a specialisation is chosen.
- three research course units, COMP80122, COMP80131 and COMP80142 (<http://studentnet.cs.manchester.ac.uk/pgt/syllabus.php>), at 5 credits each, to be taken in Periods 2, 3 and 4.

Any other course unit choice, especially those that do not conform to the “2 course units in Period 1, 1 course unit in Period 2” pattern are strongly discouraged and require the explicit authorisation of the Programme Director.

### 3.4.3 MRes Project

An MRes student progresses to the MRes project unless their exam performance is such as to require them to transfer to PG Certificate (see Chapter 4).

The MRes project counts 120 credits towards the 180 credits of the programme, and is structured as follows:

- in Semester 1, students work on a 10 credit *Taster project*, assessed via a short Taster Project Report.
- at the end of Semester 1, students pick their research project.
- during Semester 2, students work on their research project, which is assessed via
  - a *Project Overview and Plan*, to be submitted at the end of Period 4, and a
  - a *Dissertation*, to be submitted early-mid September.

The *MRes Project Mark* is the weighted average of the marks for the *Taster Project*, the *Project Overview and Plan*, and the *MRes Dissertation*. The MRes Project contributes 120 Credits towards the 180 credits of the degree.

### 3.4.4 MRes in Advanced Computer Science Programme Specification

The University Programme Specification document is at:

[http://studentnet.cs.manchester.ac.uk/pgt/prog\\_spec/](http://studentnet.cs.manchester.ac.uk/pgt/prog_spec/)

# Chapter 4

## Assessment and Examinations

The defining regulations and procedures for the MSc programme are laid down in the University's Ordinances and Regulations at <http://www.tlso.manchester.ac.uk/degree-regulations/>.

### 4.1 General Requirements

The assessment for the MSc consists of two parts:

1. the assessment of the *taught course* units undertaken, and
2. the assessment of the *project*.

#### 4.1.1 Late submission

The university has the following policy on work that is submitted after the advertised deadline:

- The mark awarded will reduce by 10 marks per day for 5 days (assuming a 0 – 100 marking scale), after which a mark of zero will be awarded.

The complete policy is available at: <http://documents.manchester.ac.uk/display.aspx?DocID=24561>.

This policy will apply to the project, and to coursework other than in specific cases where you have been told otherwise. Deadlines may be extended for students with Mitigating Circumstances (see Section 8.3).

#### 4.1.2 Appeals

No appeal can be made against the academic judgment of Examiners. However, a student has a right of appeal on procedural grounds, on the grounds of prejudice or bias or of inadequate assessment, and on grounds that the examiners were not in possession of information relating to circumstances that may have affected the student's academic performance. Full details can be found on the University Policy webpage at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>.

#### 4.1.3 Prizes

Annual prizes for excellence in academic performance in Masters programmes are awarded.

### 4.2 Taught Part

Taught course units are normally assessed by a combination of coursework and examination (though some are coursework only).

### 4.2.1 Coursework

Coursework is likely to include practical laboratory exercises, written reports and essays, seminar presentations, and/or other forms appropriate to each individual course unit. The weightings of coursework and examination marks used in computing the course unit results are given in the course unit descriptions.

Make sure that you understand all issues related to *academic malpractice* as summarized in Section 8.5, and the following issues pertaining to coursework.

**Group and Individual Work** There are two types of coursework, Group and Individual. Students may not elect to undertake a given assignment as group work when it has been set as individual work.

**Individual Work** Individual work is an assessment of your own ability to complete the coursework. It should not be tackled in a group, and you are responsible for ensuring that you submit your own original work.

**Group Work** Some coursework requires students to work in groups. The marks awarded for a student can be generated in two ways:

- a group mark: all members of the group will be awarded the same mark irrespective of the contribution of the individual team members.
- an individual mark: each member of the group will gain an individual mark that will be based on their individual contribution to the group.

Where given, an individual mark is often computed from a group mark (awarded to the entire group) and an individual mark that will be based on observation by members of staff and/or the assessment of an individual report.

### 4.2.2 Rules for taking AMBS course units

For any course units taught by the Alliance Manchester Business School (BMAN and MCEL codes), you should be aware that you need to follow the rules of the Alliance Manchester Business School, which might be different than the rules in the School of Computer Science.

The BMAN/MCEL units follow the university policy on work that is submitted after the advertised deadline. The complete policy is available at: <http://documents.manchester.ac.uk/display.aspx?DocID=24561>.

Please take special care to understand the AMBS process regarding coursework for AMBS course units. Whatever the deadline is, we suggest that you submit the work at least *30 minutes earlier* to avoid any unanticipated delays (queues forming outside the AMBS PGT office, etc). Given that assignments are set well ahead of the submission date, the only exception to this is where there are strong mitigating circumstances (e.g. medical circumstances documented by a doctors note) and these have been notified to the AMBS (for consideration by the Exams and Assessment Officer and the Mitigating Circumstances Committee) prior to the submission date.

All extension requests for AMBS course units must go through the AMBS PGT office *only*. Students must collect the forms from AMBS PGT and submit them with full evidence *prior* to the deadline. Please note that *full-time or part-time employment, even for part-time students, is not a valid reason to request an extension for a deadline*.

The AMBS PGT office is currently Room G.017 Dover Street Building (please note that this might change due to refurbishment). The AMBS Programme Administrator is Lucy Filmore (Email: [Lucy.Filmore@manchester.ac.uk](mailto:Lucy.Filmore@manchester.ac.uk)).

### 4.2.3 Notes on Coursework Deadlines for Modular and Part-Time Students

In relation to coursework deadlines, for course units run by the School of Computer Science, as a modular/part-time student you can negotiate with the course lecturer a deadline that is longer than the given date if you know that your work commitments will not allow you to meet the published course deadline. For courses run by AMBS (with a BMAN or MCEL code) the strict submission rules apply as shown above.

### 4.2.4 Examinations

The examinations usually consist of a two-hour paper for those course units with examinations. The examinations take place at the end of each Semester. Past examination papers are available via the School's website at [http://studentnet.cs.manchester.ac.uk/assessment/exam\\_papers/index.php?view=pgt](http://studentnet.cs.manchester.ac.uk/assessment/exam_papers/index.php?view=pgt).

Some examinations may be Open Book, in which case material may be taken into the examination room. Sometimes this material will be prescribed. Most examinations, however, are not of this form and no supporting material may be taken into the examination room.

#### 4.2.5 Resitting Examinations

If you fail the examination component of your programme, the Board of Examiners will determine which examinations you must retake in accordance with The University of Manchester progression rules set out in the Ordinances and Regulations for the Degree of Master, Postgraduate Diploma and Postgraduate Certificate at <http://www.tlso.manchester.ac.uk/degree-regulations/>.

If you are required to resit any examinations then you are responsible for ensuring that you are able to attend.

An examination timetable will be sent to you before each examination period. For resit exams, you may not attend lectures and laboratory classes except by arrangement with the PGT Director.

**Use of language translation dictionaries in the examinations.** Students who are registered on these programmes of study are not allowed the use of a dictionary during examinations.

#### 4.2.6 Remarking of Examination Papers and Coursework

The School offers Exam Script Feedback sessions after Semester 1 and Semester 2 results are released to help you review your exam scripts and see where your answer score was high or low. The dates for these are emailed out during the academic year.

It is the practice of the School of Computer Science not to selectively remark examination papers or coursework on request. Examination papers and coursework will only be remarked where the school officers (PGT Director or Examinations Officer) have good cause to believe that there has been a marking irregularity and, under such circumstances (which would be exceptional), all examination papers or coursework would be remarked.

The School will not remark work simply because you believe that you should have obtained a better mark than that shown on your transcript.

### 4.3 Project

The MSc Project Mark is the weighted average of the marks for the Project Overview and Plan and for the MSc Dissertation. The MSc Project contributes 90 Credits towards the 180 credits of the masters degree.

At the recommendation of the board of examiners, a student who achieves less than 50% for their MSc Project Mark but more than 30% will have one opportunity to resubmit the Dissertation by a given deadline, normally within five months of the date of the publication of the result. To pass the MSc project, the resubmitted Dissertation will count 100% of the new MSc Project mark and must achieve a mark of at least 50%, but will be capped to 40%. Students who achieved less than 30% for the Project will be deemed to have failed the MSc Programme and may be eligible for an exit award of a Postgraduate Certificate or Diploma, as appropriate.

### 4.4 Assessment Regulations for MSc, Postgraduate Diploma, Postgraduate Certificate

In this section, we give assessment regulations for the MSc, together with the Postgraduate Diploma and Postgraduate Certificate.

#### 4.4.1 Taught Course Units

For the MSc, each student will be assessed on 90 credits worth of coursework and/or examination questions. The University regulations are at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13148>

**Pass Rules for individual course units:** Individual course units are assessed as follows: a pass at MSc level is awarded if the overall mark for the course unit is at least 50%. For a pass at diploma or certificate level, an overall mark for the course unit of 40% is required.

**Pass Rules for course units on MSc programmes:** A candidate for the MSc degree must pass 90 credits worth of taught course unit.

Failed course units may be re-sat, by re-submitting coursework and/or re-taking exams, following recommendations from the MSc Examination Board. The resits will be considered a *second attempt* (called a referral). To pass referral students need to achieve 50% or more. Referral pass marks will be capped at the lowest compensatable mark of 40% unless the previous mark was within the compensation zone 40%–49.9%, in which case the original mark will stand. When a student is referred and fails a unit, the first mark stands.

In case of *mitigating circumstances*, and following the school's process (see also Section 8.3), a student may be allowed to resit course units as *first attempt* (called a deferral), where no cap will be applied.

**Compensated pass:** Students may be awarded a compensated pass for a *Masters degree* when they receive a mark between 40 and 49% for those failed credits. *No more than 30 credits* can be compensated.

**Failed units:** The maximum allowable cumulative failure of course units in a Masters programme at the first attempt is 45 credits of the taught component of the programme.

A student whose failures at the first attempt exceed 45 credits will be deemed to have failed the programme. They will then be judged against the requirements for a pass on the Postgraduate Diploma programme. If this results in their failing less than or equal to 45 credits at Postgraduate Diploma level, the student may resit those units failed at Postgraduate Diploma level to obtain the award of Postgraduate Diploma.

The rules for degree classification are found in Section 4.4.4. The final decision on whether a student passes is taken by the MSc Examination Board.

#### 4.4.2 Pass rules for Postgraduate Diploma and Certificate

**Postgraduate Diploma** The University regulations are at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13148>

A Postgraduate Diploma is awarded to a student who has been assessed on 120 credits worth of coursework & examination questions, and will normally be considered as passing the units if all course units have been passed at 40% or more.

Students may be awarded a compensated pass for a *Postgraduate Diploma* programme when they fail *no more than 30 credits* and receive a mark between 30% and 39.9% for those failed credits.

The maximum allowable accumulative failure at Postgraduate Diploma level at first attempt is 45 credits of the taught component of the programme. These failed course units can be re-sat at Postgraduate Diploma level: the achieved mark of the resit will be taken into consideration to determine whether the course unit has been passed at Diploma level, and it will be capped to 30%.

In addition, to complete the award of a Diploma, students are required to achieve a mark of 40% or more on the assessment for a *Diploma Dissertation*, as described in Section 3.3.2.

**Postgraduate Certificate** The University regulations are at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13148>

The Postgraduate Certificate is awarded to students who have passed 60 credits of course units at a level of at least 40% or more in each course unit.

Students may be awarded a compensated pass for a *Postgraduate Certificate* programme when they fail no more than *15 credits* and receive a mark between 30% and 39.9% for those failed credits.

#### 4.4.3 Awards by Credit Accumulation

As well as the one-year MSc programme, the School offers an MSc, Diploma and a Postgraduate Certificate, by accumulating credits over a period, normally no more than four years. These qualifications are suitable for part-time students and for those who are on release for training and skills enhancement.

The **MSc Programme** requires a total of 90 credits in taught course units (6 course units), assessed as described above, and a 90 credit full project. The whole must normally be taken within four years, and students are encouraged to take it within a shorter period, either over two years; or in a three-year scheme in which 45 taught credits (3 course units) are taken in each of the first two years and the research project in the third. These arrangements can be modified to suit personal circumstances.

There are two routes to achieving the **Diploma**.



Route 1. This route is only open to part-time or modular students and requires a total of 120 credits in taught course units (8 course units), assessed as follows. To pass at Diploma, at least 6 course units should be passed at the Diploma level of 40% or above, and all failed course units (no more than 2 units) should have final marks in the compensatable range between 30% and 39.9%. Candidates would select this option at (a) entry point into the programme, or (b) on successful completion of 90 credits (6 course units).

Route 2. This route is open to all students and requires a total of 90 credits in taught course units (6 course units), assessed as described above. The selection of these course units must fulfil the same criteria for selection as the MSc programme. To pass at Diploma, at least 90 credits should be at the Diploma level of 40% or above and remaining credits (no more than 30) in the compensatable range between 30% and 39.9%. In addition, students should complete a Diploma Project, as described in Section 3.3.2.

The *Postgraduate Certificate* is awarded to students who have successfully taken 60 taught credits (4 course units) with a result of 40% or above in at least 3 course units and at most one course unit with the final mark in the compensatable range between 30% and 39.9%.

Individual course units may be taken and these are awarded a pass when the marks for the unit are 50% or more.

The results for every student are presented to the Computer Science MSc examination board and provided they fulfil the stated criteria will be confirmed as a pass.

For credit accumulation, upgrading from a Certificate to a Diploma or to an MSc, or from a Diploma to an MSc may be permitted as long as the final award is achieved within a four-year period from first registering for the lower qualification. In all cases, the Programme Director for Modular and Part-time Programmes should be consulted.

#### 4.4.4 Degree Classification: Distinction, Merit, Pass

An MSc can be awarded with distinction, merit, or pass, depending on the following rules; for the general university regulations, see <http://documents.manchester.ac.uk/display.aspx?DocID=13148>.

- For the MSc,
  - the *pass level* is 50% or above. Marks between 40% and 49.9% may be *compensatable*.
  - the *merit level* is 60% or above. The boundary zone for the merit level is between 58% and 59.9%.
  - the *distinction level* is 70% or above. The boundary zone for the distinction level is between 68% and 69.9%.
- For a PG Diploma or PG Certificate,
  - the *pass level* is 40% or above. Marks between 30% and 39.9% may be *compensatable*.
- The overall mark for the *taught elements* of a Master's programme is the weighted average of the overall marks obtained for the course units of the taught part of the programme (see Section 2.5), where the mark of a course unit or the dissertation is
  - the mark of its first attempt, if no resit as second attempt (referral) has been taken.
  - the mark of its second attempt, if a resit as *first* attempt was taken (this is only possible in case of severe mitigating circumstances for this course unit - see also Section 8.3).
  - if the course unit is resat as second attempt and passed (with at least 50%) and
    - \* the mark of the first attempt was in the compensation zone, then this one
    - \* 40% otherwise.
  - if the course unit is resit as second attempt and failed (with less than 50%) then the mark of the first attempt stands.
- A student *passes* the *taught elements* if
  - no more than three course units were failed at first attempt (for MSc and Diploma – no more than 2 for PG Certificate), and
  - after resits, and taking the uncapped resit marks into account, at most two course units are failed, and all failed course units are compensatable (for MSc and Diploma – at most 1 for PG Certificate).
- A student *passes* the *MSc programme* if he or she passes the

- taught elements, and
- MSc project, i.e., if either the MSc Project Mark was 50% or above for the first attempt, or the uncapped resit mark for the project was 50% or above.
- A student *qualifies for the*
  - *PG Diploma* if the student passes the taught elements (90 credits) (6 course units) and a Diploma Project (30 credits) with a total of at least 90 credits at the Diploma level and at most 30 credits compensatable.
  - *PG Certificate* if the passes 60 credits (4 course units) of the taught elements with a total of at least 40 credits at the Certificate level and at most 15 credits compensatable.
- A student qualifies for a *merit* of the MSc or MRes programme if
  - he or she passes the taught elements, and
  - the average of the *taught elements* and the *MSc project mark* is at merit level. In case that this average is in the *merit level boundary zone*, the student needs to have achieved at least 120 credits at merit level to qualify for a merit.
- A student qualifies for a *distinction* if
  - he or she passes the taught elements, and
  - all course unit were passed at first attempts (and none were compensated), and
    - \* both the *taught elements mark* and the *MSc project mark* are at distinction level, or
    - \* either the *taught elements mark* or the *MSc project mark* is at distinction level, the other one is in the *distinction level boundary zone*, and either the average of both is at distinction level or at least 120 credits are at distinction level.
- The above boundaries and rules are *strict*: no other measures of leniency are permissible other than in cases of mitigating circumstances, see Section 8.3.

#### 4.4.5 Procedures for Students Who Fail

Students who fail the assessment for the taught part of the programme can be permitted single resits of failed examinations on the next occasion that the examinations are set, based on the decisions of the Board of Examiners. Resubmission of coursework may also be required. If a candidate satisfies the criteria for a Diploma or Certificate, they may exit with the award of Diploma or Certificate. If in the opinion of the Examiners, a candidate fails to meet acceptable standards of performance, they will be excluded from the programme and their registration will be cancelled. In all such circumstances the Programme Director will discuss the candidate's circumstances with the aim of achieving the most satisfactory outcome for the student.

## Chapter 5

# Student Support Services

The School and University offer a wide range of student support services. You are encouraged to make use of these services: they are there for you. If you need any help, whether it be academic help, in finances, in your personal life, with relationships or the family, in legal matters, or with health, there are services provided for you.

*Do not hesitate to use these services.*

It is important that any factor that affects your work is communicated to the School, usually directly to the Programme Director or Student Support Office in room LF21. This is entirely confidential. Such factors may be taken into consideration during the assessment process, and we can compensate for any disruption to, or difficulties during, your work here.

If you have difficulties of any sort that you don't want to talk to the course management about, you may want to consult the University's excellent, professional counselling service or other advice teams. The Student Support Advice and Guidance team, based in the Atrium of University Place, can offer advice on issues affecting your student life, with signposting to more specialist services. They also have information and resources on their website covering topics such as money, health and wellbeing: <http://www.studentsupport.manchester.ac.uk/>. Further sources of information include:

- A collection of useful links to all sorts of services can be found at <http://www.manchester.ac.uk/international/support/>, and at <http://www.studentnet.manchester.ac.uk/crucial-guide/>.
- Student Counselling Service: It is based in Crawford House in the University Precinct Centre, is open 9.00-5.00 weekdays, and can be phoned on 275 2864, see also <http://www.studentnet.manchester.ac.uk/counselling/>.
- The Student Union: has a wide range of services, including a welfare officer, and a legal advice service, see also <http://manchesterstudentsunion.com/>.  
The Student Union Advice Centre, Steve Biko Building, Oxford Rd. Phone 275 2930.
- The Student Occupational Health Service, Waterloo Place opposite the Kilburn Building. Phone 275 2858.
- The Accommodation Office: 1st Floor, University Place. Phone 275 2888.
- Manchester Student Homes <http://www.manchesterstudenthomes.com> has a 'Virtual Accommodation Bureau' (an on-line property database), which contains information on all the available student properties.
- The Careers Service, Crawford House, Precinct Centre. Phone 275 2828
- The Student Services Centre, Burlington Street, by the library. Phone 275 5000.
- The International Students Advice Team. Phone 275 5000 (option 1).
- The University Language Centre, <http://www.langcent.manchester.ac.uk/>. Contact details for information on English language courses: 306 3397, [englang@manchester.ac.uk](mailto:englang@manchester.ac.uk).

## 5.1 Students with Additional Support Needs

The University of Manchester welcomes students with additional support needs arising from a specific learning difficulty, such as dyslexia, a medical condition, a mental health difficulty or a disability or impairment. The University has a central Disability Advisory and Support Service (DASS) which can offer confidential advice and organise support. In order to access the full support that the University can offer, you should contact DASS to discuss your support requirements:

**Webpage:** <http://www.dso.manchester.ac.uk/>

**email:** [dass@manchester.ac.uk](mailto:dass@manchester.ac.uk)

**Telephone:** 0161 275 7512

**Text Mobile Number (Text only for d/Deaf students):** 07899 658 790

or just drop into the DASS offices where you can speak in confidence to a Disability Adviser about your needs: <http://www.dso.manchester.ac.uk/contact-and-see-us/see-us/>

If you are a student with support needs and have not yet informed DASS, then please do contact them directly. DASS can also organise screening tests for students who think that they might have dyslexia.

In addition to this, each Faculty and School has a Disability Coordinator. For our School this is Gill Lester, [Gillian.S.Lester@manchester.ac.uk](mailto:Gillian.S.Lester@manchester.ac.uk), Tel 0161 275 6210, Manager of the Student Support Office, with whom DASS liaises to organise support in the School.

## 5.2 International Students

The University provides special facilities and support for overseas students. The International Society at <http://www.internationalsociety.org.uk/> provides a meeting point for overseas students, provides support and advice and also organises many activities, including welcome activities in the first few weeks of the academic year. See their website for more details.

**Confirmation of registration** If you are an international student, please note that if you require a letter for your visa application, visa extension or your sponsor confirming that you are registered in this School, you must provide one week's notice of this request to the Student Support Office.

## 5.3 Useful Forms

Mitigating Circumstances form:

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstances.php?view=pgt>

Interruption form, Permission to Submit Late form, Extension to Period of Course form, and Change in Registration Status form:

[http://studentnet.cs.manchester.ac.uk/pgt/interruption\\_and\\_extension.php](http://studentnet.cs.manchester.ac.uk/pgt/interruption_and_extension.php)

## Chapter 6

# University of Manchester Library

The University of Manchester library provides you with resources and support throughout your programme. The Main Library, located at the end of Burlington Street, houses all the essential textbooks. The library also has an extensive collection of printed books (4 million) as well as access to an unparalleled range of electronic resources including over 40,000 e-journals, 500,000 e-books and a comprehensive range of databases. <http://www.library.manchester.ac.uk/>.

**Facilities** The Main Library offers group study rooms, individual study spaces and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor.

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms. The Learning Commons also runs a wide range of study skills workshops throughout the academic year. The location of all library sites and opening hours are available on the following page: <http://www.library.manchester.ac.uk/locations-and-opening-hours/>

The Learning Commons also runs a wide range of study skills workshops throughout the academic year: <http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/workshops/>

**Getting Started** All the information you need to get started in the library is found on the Students area on the library website: <http://www.library.manchester.ac.uk/using-the-library/students/>. You will need your student card to access all library sites around the campus. Many of our services and resources also require you to confirm that you are a registered student. This authentication can be your student card, the ID number on the card, your Library PIN or the central username and password you use to log on.

**Library Search:** To find books, e-books, online journals and articles: <http://www.library.manchester.ac.uk/search-resources/>.

If the Library does not have a copy of the book or journal article that you require for your studies, then Document Supply and Inter-Library Loans may help. More information on how to make a request is available here: <http://www.library.manchester.ac.uk/using-the-library/students/books-and-resources/requesting-books/document-supply/> There is a £2 administrative charge for using this service and please make sure you allow 7-10 days for the request to be processed (although in most cases books and journal articles arrive within a few days of the request being made).

**Library Subject Guides:** The Library Subject Guides are a great way to find useful information and resources to support your studies: <http://subjects.library.manchester.ac.uk/>. Here you can find information on which databases are useful for your course and how to find relevant journal articles and books. There is also information on reference management, research support, searching techniques and much more.

**Training and Support** The Library delivers information skills sessions and clinics, which run throughout the year and there is an extensive range of online research / academic skills resources available to you. For more information on how the Library can support you with your studies, whether that be face to face or online, then please go to our My Learning Essentials website: <http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/>

For general enquiries, e-resources support and feedback on our services, contact the library in person, via phone or online: <http://www.library.manchester.ac.uk/contact/>.

**My Learning Essentials** The My Learning Essentials online resources which students can access and undertake in their own time can all be accessed here: <http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/>.

The resources are categorised into themes such as: research skills, exam techniques, planning and writing assignments, presentations, career skills and research skills.

**Library News and Updates** Keep up to date with the latest library developments via Twitter:

- <https://twitter.com/UoMLibrary>

# Chapter 7

## Health and Safety

This Health and Safety section provides a summary of the major Health and Safety issues of which all staff and students should be aware; for further details see the School Health and Safety Policy Document. The full School Health and Safety Policy Document is available at: <http://staffnet.cs.manchester.ac.uk/acso/healthpolicies.php>.

### 7.1 Fire, Emergencies and First Aid

#### 7.1.1 Fire Safety Arrangements and Requirements

All staff and students are expected to respond promptly to all fire alarm activations (except the weekly tests at specified times). Staff who are responsible for groups of students or visitors at the time of an alarm are expected to stop teaching or speaking, and to lead the whole group in the evacuation procedure.

**Fire Detection** Kilburn and IT Buildings are fitted with automatic detectors supplemented by break glass points located throughout each building. These activate the buildings audible alarm in the event of fire or smoke. The automatic detectors allow early detection of any developing fire.

If you discover a fire and the building alarm is not sounding, activate the nearest break glass point on your escape route and evacuate the building immediately. Make your way to the building assembly point and await further instruction. If possible you should inform security of the event and supply them with as much information as possible in order for them to evaluate the risk and to take appropriate action.

**Fire Alarm** The audible alarm for Kilburn building is a two stage system:

**Stage 1** An intermittent alarm - be prepared to evacuate the building.

**Stage 2** A continuous alarm – evacuate the building immediately.

The audible alarm for IT building is a single system. Upon hearing the fire alarm it is necessary to evacuate the building.

In the event of the alarm being activated Security will attend in the first instance.

**Fire Evacuation Procedure** On hearing the fire alarm all occupants should evacuate the building immediately by their nearest available exit.

- **Do not use lifts.**
- **Do not return to offices to collect belongings.**
- **Go to Building Assembly Point.**

Fire action notices are located throughout all buildings on campus summarising the specific local fire safety arrangements. Local fire notices also indicate the nearest fire assembly point. Evacuation Marshals are located throughout the building (identified by hi-visibility vests in an alarm situation) and are instructed to provide assistance and direction in the event of the fire alarm being raised.

**DO NOT RE-ENTER THE BUILDING UNTIL THE EMERGENCY SERVICES OR SECURITY HAVE ADVISED YOU THAT IT IS SAFE TO DO SO.**

**Means of Escape** Means of escape are signed throughout the building. Green running man signs indicate the nearest emergency exit. You should familiarise yourself with the nearest means of escape within your local working area, as well as alternative routes should your main means of escape become inaccessible.

**Fire Alarm Test** The fire alarm is tested weekly at the following times, and should last for no longer than 20 seconds:

- IT Building - Thursday at 2:00pm.
- Kilburn Building - Wednesday at 1.55pm.

**Fire Extinguishers** Fire extinguishers are provided extensively through out all University buildings and should only be used by personnel specifically trained in their correct operation.

**Automatic door closers** Throughout the Kilburn and IT buildings many of the fire doors are allowed to remain open during the day by means of an automatic fire detection door closing system. These units are designed to release the door following a continuous constant sound of 65 decibels and above, for a period of 20 seconds or more.

**Link bridge** The Kilburn and IT buildings have separate fire alarm systems in place. The link bridge between the Kilburn and IT buildings has been fitted with a flashing beacon, connected to the fire alarm system, which is activated during an emergency situation. A Marshal will be stationed on the bridge to assist occupants of the vulnerable building to escape in an orderly manner and to prohibit re entry.

## 7.1.2 Emergencies

In the event of any emergency, medical or otherwise, please contact the emergency services by calling 9999 internal or 999 external line. The University Security Office must also be informed once the emergency services have been alerted by calling 69966 internal or 0161 306 9966 external line. The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal or 0161 275 6118 external line.

University Security telephone number can be found on the reverse side of your University staff/student card.

The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal number 0161 275 6118 if dialled externally (07917558862 mobile number).

## 7.1.3 First Aid

The School has a number of trained first aiders in the Kilburn and IT buildings able to provide basic first aid as required. Details of current first aiders are available on first aid notices located next to each fire notice and can be found near to every exit point of the building, on notice boards throughout the buildings and via the following link: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029>. If local first aiders are not available or assistance is required outside normal working hours, Security can be contacted to provide first aid by calling 69966 internal or 0161 306 9966 external line.

## 7.1.4 Emergency Evacuation Marshals

The University requires that all Schools appoint suitable numbers of emergency evacuation marshals to assist in the evacuation of all occupants from the buildings should an emergency situation arise. The criteria used for identifying the number of evacuation marshals required is one marshal per floor per protected stair case. In the school of Computer Science a Marshal is also required to be posted on the link bridge between the Kilburn and IT buildings to ensure no one enters one building from the other during an emergency situation.

## 7.2 Accidents and Incidents

All accidents, dangerous occurrences and near misses must be reported in the first instance to the School Safety Advisor and documented as necessary using the correct form. Accident and incident forms are available via the following link: [http://www.healthandsafety.manchester.ac.uk/topic\\_a-z/](http://www.healthandsafety.manchester.ac.uk/topic_a-z/)

Reporting of accidents and incidents are necessary for the following reasons:

- To comply with legal requirements depending upon the nature of the accident or incident.



- To investigate the accident / incident and take steps to prevent recurrence.
- To keep records in case of possible future litigation.
- To allow collation of accident statistics.

Near misses should also be reported to your School Safety Advisor as acting upon near misses will prevent accidents occurring.

## 7.3 Electrical Equipment

Any electrical equipment brought into the school for use in offices, laboratories or workshops must be suitable for the intended purpose, meet UK requirements for safety, and display the CE universal quality standard mark. The School Health and Safety Advisor must be informed if any electrical equipment is brought into the school other than via the normal purchasing system. For the school to comply with health and safety legislation it is essential for all portable appliances, including those built at The University of Manchester, to be checked and tested on a regular basis. The school carries out Portable Appliance Testing in accordance with university guidelines and maintains a database of all such equipment. Checks and tests are carried out at regular intervals. High risk portable appliances (Heaters, power supplies, electric drills, kettles, etc) are checked and tested annually. Lower risk items like computer workstations, which are classed as semi-permanent fixtures, are checked and tested every four (4) years.

All portable appliances, including separate mains cables will be clearly labelled upon completion of the test. A recommended retest date will be indicated on the label.

Please ensure that ALL heaters and high load non-essential appliances within your working area are switched off before you leave the building.

## 7.4 Lone Working and Out of Hours Working

**Lone Working** Lone working is defined as working without close or direct supervision, and without contact form others.

To reduce the risks associated with lone working it is the policy of the School of Computer Science not to permit any lone working activity beyond normal office based activities without first completing a risk assessment for the activity. The requirements of the University guidance on lone working should be followed at all times. Details of these requirements and a definition of lone working are available at:

<http://documents.manchester.ac.uk/display.aspx?DocID=13891>.

### 7.4.1 Out of Hours Work

Normal opening hours for the Kilburn and IT buildings are 8am to 6pm weekdays, excluding weekends, bank holidays and any other days when the building is closed (for example Christmas closure period). On occasion it may be necessary to use the facilities available in the Kilburn and IT buildings outside normal working hours.

During this time the presence of security or school staff members cannot be guaranteed. It is therefore extremely important that all occupants know what to do should an emergency situation occur within the school such as a fire, or the need for medical attention.

### 7.4.2 Kilburn Building

Use of the Kilburn building outside normal working hours will be permitted following successful completion of the out-of-hours induction online training course. Upon successful completion of the out-of-hours induction training, the following access times will be made available for masters students: 6pm - 11.30pm Monday Friday, 8am - 11.30pm Saturday and Sunday.

Outside normal working hours the Kilburn Building is to be used for study and research (office based) purposes only, and access is restricted to the Lower First floor. No social events or gatherings will be permitted unless an appropriate member of staff has been notified and has agreed to the event. Depending upon the details of the event it may be necessary to complete a risk assessment (see out of hours events section below). Please contact the School Safety Advisor, Tony McDonald via email ([tony.mcdonald@manchester.ac.uk](mailto:tony.mcdonald@manchester.ac.uk)) for guidance and further information.

### **7.4.3 Information Technology Building**

Outside normal working hours access into the IT building is gained via the south entrance door only. Swipe access is required and the out-of-hours book must be signed by all users detailing name, work location and times of entry and exit. The swipe card access system for the IT building is only enabled for staff and postgraduate students based in the IT building who have undertaken the necessary local and health and safety inductions.

### **7.4.4 Occupants of the buildings remaining on site after normal working hours**

Any person wishing to remain in the buildings outside normal working hours must have an ID card which has been activated by SSO following your completion of the online out-of-hours access tests.

This procedure is necessary should an emergency situation occur. Responding emergency services must be able to account for all personnel on site during an emergency situation such as a fire or bomb scare.

The school reserves the right to spot check anyone on site outside normal working hours to ensure that this procedure is being followed. Anyone found not to have followed the correct procedure may be asked to leave the building, and may be suspended from out-of-hours activities for a period.

Please remember that authorisation to use The Kilburn and IT buildings outside normal working hours is a privilege, and not an automatic right, and that there is no right of appeal for anyone excluded from out-of-hours access to these buildings.

## **7.5 Chemical Safety**

Any chemical(s) brought into the School for experimental, practical or general use must be controlled and a risk assessment carried out to ensure that the chemical is used, stored and disposed of safely. University guidance on chemical safety is available at: <http://www.healthandsafety.manchester.ac.uk/toolkits/chemicals/> HSE guidance is available at: <http://www.hse.gov.uk/chemicals/index.htm>

## **7.6 School smoking policy**

To comply with current Government legislation The University of Manchester promotes a no smoking policy within all buildings, irrespective of their use or location. This policy also applies to e-cigarettes. To safeguard staff, students and visitors from the adverse effects of second hand smoke, and to show unity with other schools, the School of Computer Science has adopted a no smoking exclusion zone within 5 meters of all school entrances and exits of the school buildings. Smoking is also prohibited directly outside open windows where smoke may drift into school premises. Your assistance in keeping the school of Computer Science a safe and healthy place to work and study in is much appreciated.

## Chapter 8

# University Regulations, Procedures and Policies

The university website contains details of university regulations, procedures and policies, including those for work and attendance, for MSc dissertations, for appeals, on plagiarism, etc.

### 8.1 Attendance

Attendance on all days of the taught course units is compulsory. During the project phase, students are expected to be in Manchester, up until submission of your dissertation, so as to allow you to have your regular meetings with your supervisor face-to-face. We monitor students' attendance during the taught part by weekly completion of class registers and checking coursework submission, and during the project phase of the programme via brief, fortnightly student progress updates with supervisors' comments. Non-attendance and non-engagement with the programme may result in students being excluded from assessments and even in programme exclusion, as detailed in <http://documents.manchester.ac.uk/display.aspx?DocID=29208>.

The Student Support Office should be notified of absences due to illness of less than 7 days by means of self-certification forms, which are available from the Student Support Office. Longer absences must be certified by a medical note signed by a general practitioner or hospital doctor. It is in your interests to keep us fully informed of medical or other problems you have so that the effect these may have on your work can be taken into account in examination meetings. Please refer to Section 8.3 for a more detailed guidance on what to do in case of illness. The University's policy regarding *Work and Attendance of students* is available from the policy webpage at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>.

In particular, all international students who are studying under a visa have to follow the rules associated with their visas, and attendance as well as active engagement with their programme are part of these rules; for more information, see Section 1.4.

### 8.2 Ill Health

It is a requirement of your registration with the University of Manchester that you register with a local General Practitioner (GP). A list of GP practices can be obtained from the Student Health Service, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' ([http://studentnet.cs.manchester.ac.uk/student-services/certification\\_ill\\_health.pdf](http://studentnet.cs.manchester.ac.uk/student-services/certification_ill_health.pdf)).

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days. You must however contact the Student Support Office as soon as possible and self-certify your illness (that is, complete and sign the 'Certification of Student Ill Health' form to state that you have been ill) as soon as you are able

to attend your school. You should do this if your illness means you are absent from the University for any period up to 7 days, or if you are able to attend the University but your illness is affecting your studies.

The following explains what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired. If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you must seek advice by contacting the Student Support Office immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.

You may be unwell but able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as a Mitigating Circumstance, you must inform the Student Support Office about this on the day of the assessment or examination, and complete a Mitigating Circumstances form (see Section 8.3).

If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you must complete a 'Certification of Student Ill Health' form and discuss it with the Programme Director. The application for extension must be made before the deadline and not retrospectively.

If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XVII: Conduct and Discipline of Students.

### 8.3 Mitigating Circumstances

Evidence of illness or any other mitigating circumstances that affect assessments are considered by the School's Postgraduate Mitigating Circumstances Committee, which makes recommendations to examiners. It is therefore particularly important that any periods of ill health are properly documented, and that such documentation is deposited with the Student Support Office at the time of the illness. Other Mitigating Circumstances which disrupt your studies will also be considered.

If you wish the Mitigating Circumstances Committee to consider your case you must complete a Mitigating Circumstances form at:

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstances.php?view=pgt>

You will normally need documentation, such as a medical note, to support your application.

All mitigating circumstances should be discussed with Programme Directors.

### 8.4 Interruptions

An interruption is a formal break, usually of one month or longer, in your programme of study. A request is made via the Programme Director and circumstances will dictate whether and under what terms it may be granted. The University is generally under an obligation to inform any sponsor if an interruption is granted and it may affect your visa status. The University is sympathetic and helpful in genuine cases of difficulty. The University's policy regarding interruptions is available here <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4779>.

### 8.5 Guidance on Plagiarism and Other Forms of Academic Malpractice

The University document "Plagiarism and Academic Malpractice - Guidance for Students" can be found at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870>

There is further guidance on the school's web site at: <http://studentnet.cs.manchester.ac.uk/assessment/plagiarism.php?view=pgt>

As a student, you are expected to cooperate in the learning process throughout your course of study by completing assignments of various kinds that are *the product of your own study or research*. Whether unwittingly or otherwise, students may commit what is known as *plagiarism* or some other form of *academic malpractice* when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through lack of understanding of what is expected of them. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. You are very likely to receive a reduced mark for the piece of work in question, but it could be worse;

you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the course.

Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve. Please note that work you submit may be screened electronically to check against other material on the web and in other submitted work. Plagiarism is an important disciplinary offence. You should make sure you understand exactly what it is and how to avoid it. There is a compulsory on-line course to help you during "Welcome Week". All students must take this course.

All written work submitted for assessment must be free of plagiarism. Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes self-plagiarism (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from essay banks (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, a blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:

1. the ideas and work of other people that you may have quite legitimately exploited and developed, and
2. the ideas or material that you have personally contributed.

To assist you, here are a few important dos and don'ts:

- Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, dissertations, etc.
- Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. '[These] results suggest that ... the hypothesis is correct'. It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

If any direct quotations are taken from the literature and included in the report, it is vitally important that these are visually distinct and are clearly referenced. Quotations are made distinct by enclosing them in quotation marks, for example 'this is a quotation (anonymous source 2014)'. Longer quotations should be put into separate quote marked and indented paragraphs, for example,

"The rise of capitalism and the expansion of the world market have made international trade an essential part of modern society. The industrialised core has developed, and continues to maintain its lifestyle, by exploiting the labour and resources of the periphery. Because the developed countries hold the power they dictate the terms, not only with regard to pricing but also the uses to which resources are put.

The resource depletion cost of individual people in the North is much greater than that in the South: 80 per cent of the world's resource consumption is by 20 per cent of the people. This 20 per cent live mainly in the North. Since many resources are transferred (at prices favourable to the purchaser) from the South to the North, much of the cost is paid in the South." (Kirby et al, 1995 p.4)

Note the addition of the appropriate page number to the reference above, this will help a reader to locate the exact quote. Where some text is removed from a quotation this should be shown explicitly with an ellipsis (...) and where you add some of your own words to a quotation this is shown using square brackets. Thus the small earlier example might end up as 'this ... [small] quotation (anonymous source 2014)'.

- Do attribute all ideas to their original authors by appropriate acknowledgement and referencing. Written ideas are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending,

for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice. This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources. Note: Plagiarism includes not only text but also other written matter including computer programs and diagrams.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a short cut and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

### **8.5.1 Collusion**

Collusion is any agreement to hide someone else's individual input to collaborative work. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work, and that will lay both you and the other student open to a charge of academic malpractice. You should ensure that:

- You do not leave work on printers.
- You do not give passwords to other students.
- You do not allow other students to use your home computer without taking adequate precautions.
- You do not show your coursework to other students.

It is vitally important that when you discuss coursework with others you do so in very general terms, and are not so specific that it leads to the same piece of coursework being submitted. The school will use whatever means it sees fit to test coursework for breaches of this regulation. This may include the use of software that checks submissions against each other. The school reserves the right to insist on electronic submission in specified formats.

### **8.5.2 Collaboration**

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their course of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input.

If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion (see Section 8.5.1) you should always ask for clarification before submitting any assignment.

### **8.5.3 Fabrication or falsification of results**

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

### 8.5.4 Penalties: Bad Practice vs. Malpractice

The University has strict rules for the handling of malpractice cases. The markers of your work will report any suspect work to one of the school's Plagiarism Officers. The Plagiarism Officer will decide whether they believe there is a case of either malpractice (the most serious), bad practice or that there is no problem with the suspected student assignment. In all cases, penalties for Submission of Improper Coursework will be applied in line with University policy. Students have a right of appeal as detailed in the University policy. Initially appeals should be discussed with the school. However, if needed, an appeal should be made to faculty within 10 days for work and attendance matters. See Section 8.6.

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>

Suspected first offences of malpractice in coursework will be heard by a panel within the school who will listen to the case against the student(s), to any defence presented by the student(s) and will examine the evidence. If malpractice is found to have taken place then typically marks will be reduced. The school also normally offers some re-training in correct presentation of work to students found to have engaged in malpractice. If a second or subsequent offence is suspected then the case is passed to Faculty to deal with, and any penalty is likely to be more severe.

## 8.6 Complaints Procedure

In essence, most complaints can be dealt with quickly and informally. Complaints should be made promptly, orally or in writing, to an appropriate member of staff, such as your Course Unit Leader, Project Supervisor or Programme Director. If your complaint is of a general nature it might be best to mention it to your student representative so that he/she can raise it at the relevant school committee.

If you are dissatisfied with the response, you should put the complaint in writing to the Director of Postgraduate Studies. If, having pursued the matter informally, you are still dissatisfied you should follow the university's formal complaints procedure: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1893>. Please note that this regulation also describes what it does *not* cover, where other mechanisms should be used.

If you need help using the procedure or guidance on where to refer your complaint, you can seek advice from any of the following: the Students' Union Advice Centre or the Student Support and Advice Team located in the Atrium, University Place.

## 8.7 Dignity at Study and Work

The University is committed to creating a learning environment free of harassment, discrimination, victimisation and bullying, where everyone is treated with dignity and respect. The relevant policy and reporting mechanisms are at: <https://documents.manchester.ac.uk/display.aspx?DocID=22733>.